



Editing Your Website in Arena: A User's Manual

This manual will help you edit and maintain the website that has been created for you, using Arena.

Shadow Mountain Web Services
4/2/2009

This manual belongs to:

Table of Contents

Logging on to Arena.....	3
Understanding the Editor Options.....	5
Adding or Modifying Content.....	6
Adding Hyperlinks	7
Email Links	8
Creating Anchors.....	9
Uploading Images, PDF's & MP3's.....	9
1. Uploading Images.....	10
2. Uploading PDF's.....	11
2. Uploading MP3's	12
Podcasting	13
Photo Albums.....	16
Buttons:.....	16
Add New Categories (Albums)	17
Add New Photos.....	17
Promotions (Events).....	18
Adding a New Promotion.....	19
Edit an Existing Promotion	21
Glossary of Frequently Used Terms & Acronyms.....	22
Web Training Checklist	23

Logging on to Arena

1. Open Internet Explorer and go to your ministry homepage. Your website will display (i.e., <http://shadowmountain.org/ezra>).

Note that your unique ministry link (highlighted above) will be provided to you as part of your initial training with this manual. See the [Web Training Checklist](#) at the end of this manual.



2. Click the **Login** link shown with arrow above. Location on page will vary depending on your ministry's template.
3. Once you are in the login page, log in using the credentials you received during training. See the [Web Training Checklist](#) at the end of this manual.

Note that the login page says "Shadow Mountain Small Groups." Please disregard and login using this form.

Please enter your login credentials to access this area of the site.

Login ID:

Password: Remember Password

Note that the pencil icons on the page indicate the areas that you can edit. **Exceptions** will be explained during training and noted on the [Web Training Checklist](#) at the end of this manual (i.e., at this point images embedded in the template itself cannot be edited without the help of Web Services).

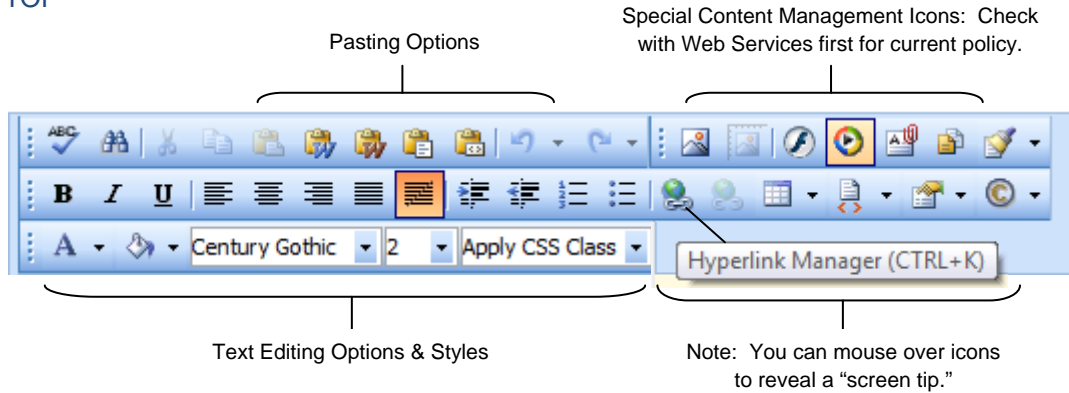


If you get logged off, the pencil icons will not show up on the page. Return to the **Login** page and re-enter your credentials.

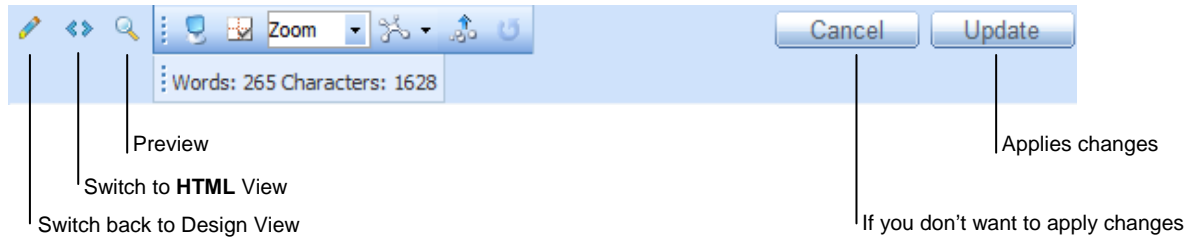
Understanding the Editor Options

As mentioned previously, the pencil icons indicate areas you can edit. These may include the main and secondary menus as well as the content areas of your Website. When you click a pencil icon, the **WYSIWYG** (What You See Is What You Get) editor will appear. This WYSIWYG editor gives you simple editing tools like the ones you use in Microsoft Word or other word processing programs. You may want to take some time to get familiar with these options.

TOP

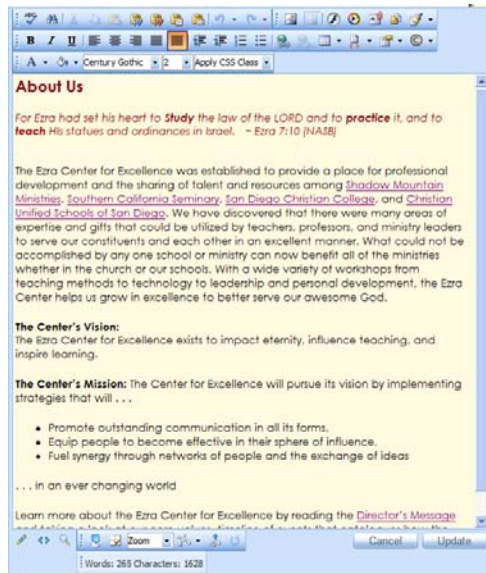


BOTTOM

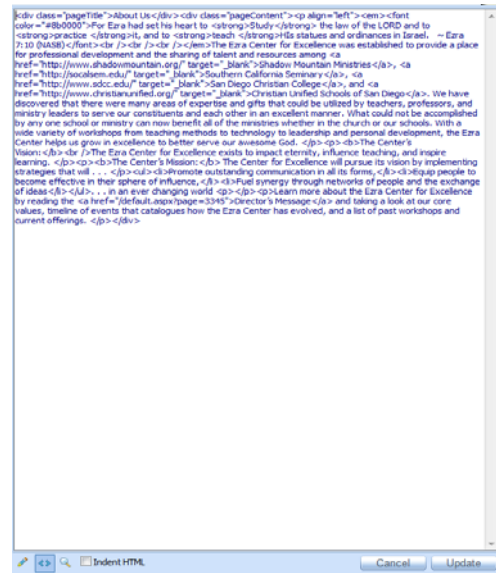


Note: If you are comfortable or proficient with HTML, you can switch to the HTML view by clicking the <> icon (see previous image). To return to the Design view, click the pencil icon on the bottom left.

FULL WYSIWYG VIEW



FULL HTML VIEW

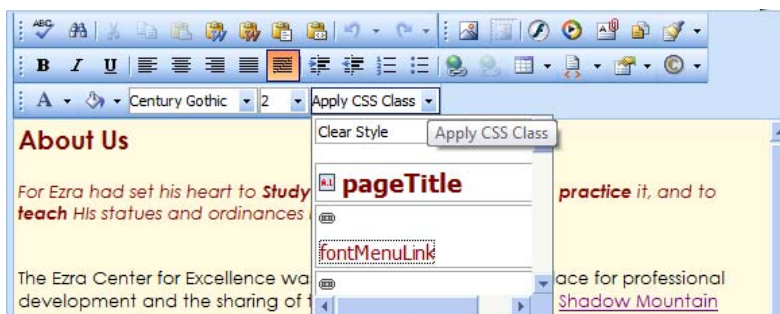


Adding or Modifying Content

1. **Go to the area you want to modify:** Click the pencil icon to open the WYSIWYG editor.



2. **Choose the proper style:** Your Website has been developed with a series of CSS (Cascading Style Sheet) styles. This simply means that each part of your website conforms to a particular style (font type, size, color, formatting) in order to maintain continuity throughout the website. During training, you will receive a list of these styles and where they need to be applied. You will select the text you wish to style and click the “Apply CSS Class” drop-down menu.



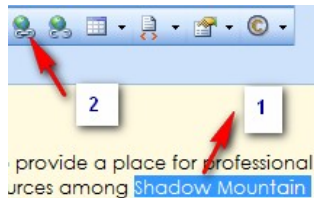
3. **Create or copy the content:** you can create the content using the editor, but it may be easier to copy it from a document you have created ahead of time. If you want to copy the content from a Word document, for example, follow these steps:
 - a. Select the content in the original document and copy it (Ctrl+C).
 - b. Return to the WYSIWYG editor and paste it by selecting one of the icons shown below as appropriate (remember that you can mouse over the icons to reveal a screen tip).



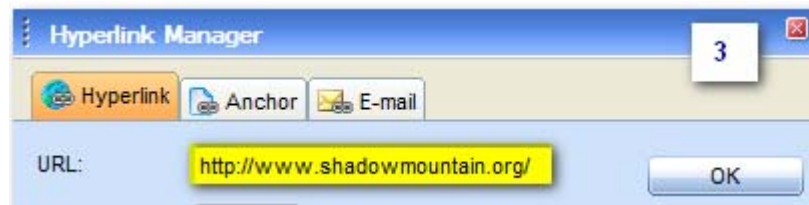
Adding Hyperlinks

A hyperlink is the text you find on a website which can be "clicked on" with a mouse, which in turn will take you to another Website or a different area of the same Website or a different location on the same page (anchors). The following instructions will help you create hyperlinks.

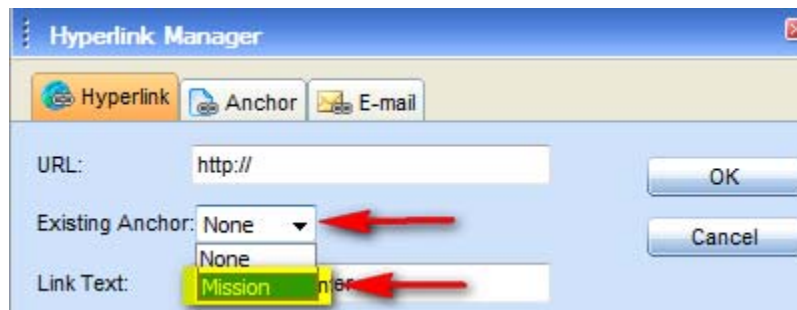
1. When in the WYSIWYG editor, select the text that you want to hyperlink.
2. Click the "Hyperlink Manager" icon on the WYSIWYG editor.



3. When the Hyperlink Manager window opens (see picture below), update the following information:
 - a. **URL:** Copy and paste the desired URL or complete Web address as shown below.



- b. **Existing Anchor:** If the hyperlink's destination should be a location on the same page (anchor), leave the URL field empty and select the desired anchor from the drop down menu. **Note:** anchors need to be created before they will display in the dropdown menu. See "[Creating Anchors](#)" instructions)



- c. **Link Text** should display the text you highlighted in the WYSIWYG editor.
- d. **Type:** "http:" is the default and should be selected unless you specifically know that another type is needed.
- e. **Target:** Use the highlighted dropdown rather than the text field next to "Target:" to specify the desired window behavior.
 - i. The "**New Window**" option indicates that when the user clicks the link, it will open in a new window instead of closing your website before the new one opens. This is the preferred option when linking to external sites (i.e., Google.com) or to PDF documents within your site. This will keep visitors on your site even after clicking the link.
 - ii. Normal in-site navigation (links from page to page within your site) should use "**Same Window**" or simply leave it blank.

The screenshot shows the Hyperlink Manager dialog box with the following settings:

- Link Text:** Shadow Mountain Ministries
- Type:** http: (dropdown menu)
- Target:** _blank (text field) and New Window (dropdown menu)
- Tooltip:** (empty text field)
- CSS Class:** (empty text field)

Email Links

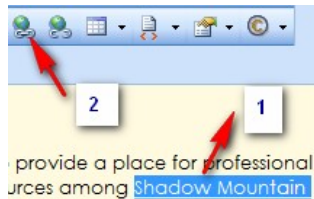
E-Mail tab on the Hyperlink Manager is used to create hyperlinks to email addresses. **DO NOT** use this feature or email addresses will be picked up by spamming programs. You can direct visitors to the site's "Contact Us" page instead.



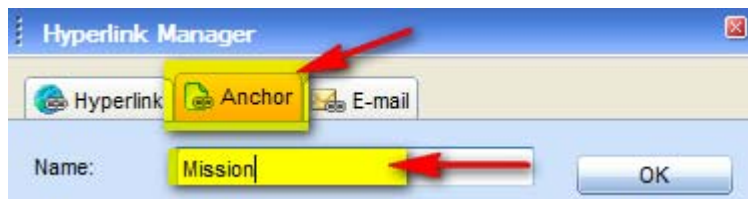
Creating Anchors

Anchors are points or locations on a page that can be hyperlink destinations for navigation, *usually* within the same page. For instance, a FAQ page that is very long and tedious to scroll through could use anchors: the questions can be placed at the top of the page with hyperlinks to the answers, which are the 'anchors'. The following steps will help you add anchors to a page:

1. When in the WYSIWYG editor, select the text that will be an anchor (a target location)
2. Click the "Hyperlink Manager" icon on the WYSIWYG editor.



3. When the Hyperlink Manager window opens (see picture below), select the "Anchor" tab, which has one field called "Name." Give the anchor you previously selected a descriptive name. Then click OK.



4. When the Hyperlink Manager closes, click the "Update" button at the bottom of the page.



5. To create a hyperlink to the new anchor, follow the [Adding Hyperlinks](#) instructions on this manual.

Uploading Images, PDF's & MP3's

At times, you will need to upload an image to include on one of your pages or you will need to upload a PDF document that you need to link to from within your site. To accomplish either task, click the pencil icon that controls the piece of content you wish to edit. Once in the WYSIWYG editor, you will notice the section to the right.



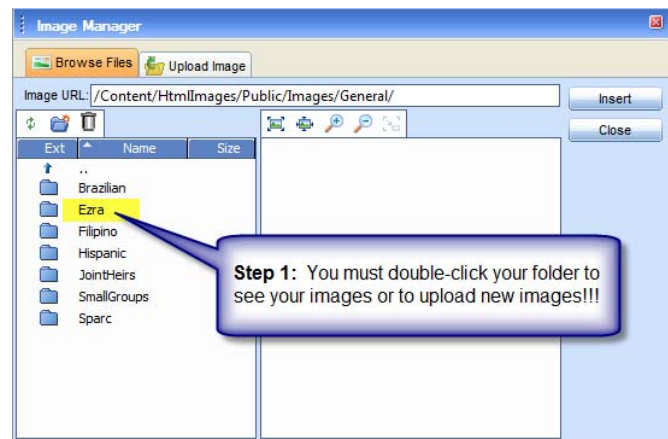
Note: The only approved items for uploading are pictures in the following formats (GIF, JPG, PNG) and documents in PDF format. Bitmap images are not appropriate for a website, nor are Word or Excel files

1. Uploading Images

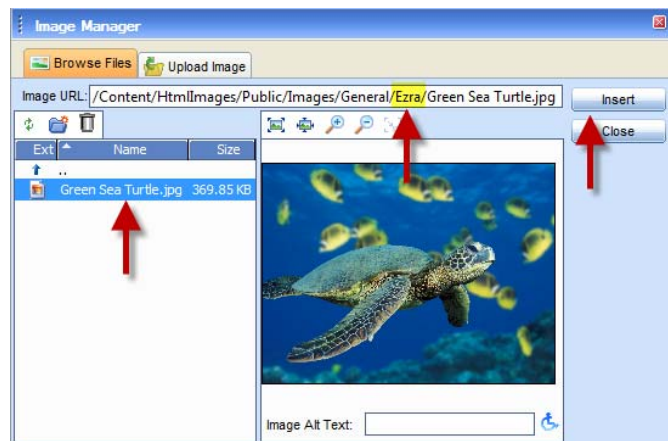
Icon number 1 on the picture above is the Image Uploader. To include an image on a page:

1. Place your cursor at the desired location in your WYSIWYG editor and click the “Mountain” icon.

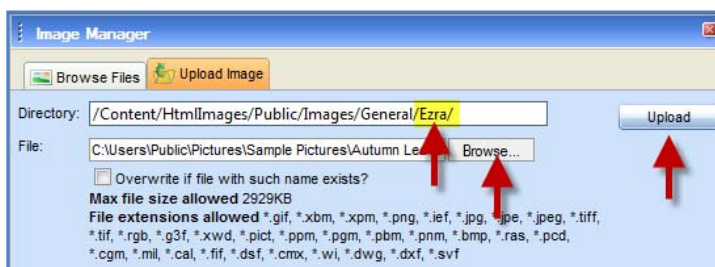
2. To insert an existing image or to upload a new one, double-click your ministry folder. (**Note:** Images added to the default “General” folder are subject to removal by Web Services, which will render broken image links on your pages.)



3. To insert an existing picture, highlight it from the list and click insert. (**Note:** Ministry name in image URL at right.)



4. To upload a new picture prior to inserting it, be sure to double-click your ministry folder, and then click the Upload Image tab. Browse for your image file, check the overwrite checkbox if desired, then click Upload. (**Note:** Ministry name in directory URL highlighted below.)

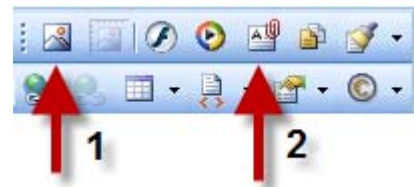


5. After uploading, you'll be taken back to the Browse Files tab (step 3). You can now select your file and insert it in the WYSIWYG editor.

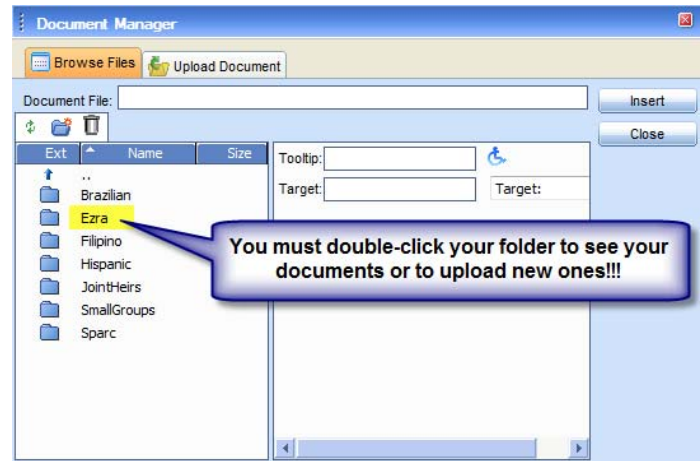
2. Uploading PDF's

Icon number 2 on the picture below is the Document Manager. To include a link to an internal PDF on a page:

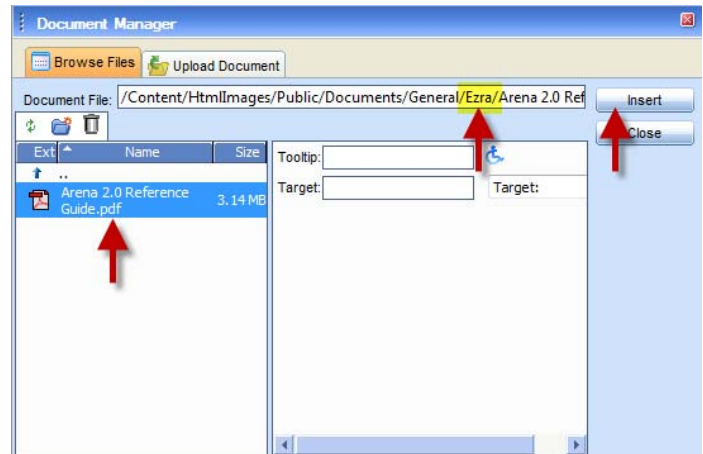
1. Highlight the text that will serve as the hyperlink to the PDF document from within the WYSIWYG editor and click the "Document Manager" icon (icon number 2--paper with paper clip).



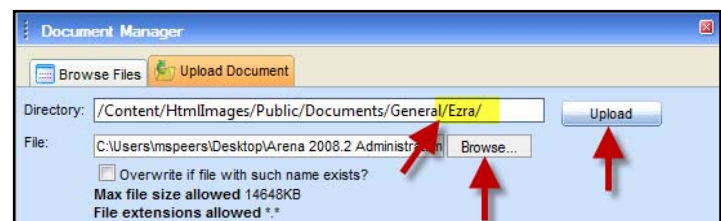
2. To link to an existing PDF or to upload a new one, double-click your ministry folder. (**Note:** Documents added within the "General" folder are subject to removal by Web Services, which will render broken links on your pages.)



3. To insert a link to an existing PDF file, highlight it from the list and click insert. (**Note:** Ministry name in Document URL highlighted below.)



4. To upload a new PDF file prior to linking to it, be sure to double-click your ministry folder and then click the Upload Document tab. Browse for your file, check the overwrite checkbox if desired, then click Upload. (**Note:** Ministry name in directory URL highlighted below.)



5. After uploading, you'll be taken back to the Browse Files tab (step 3). You can now select your file and insert the link to it.

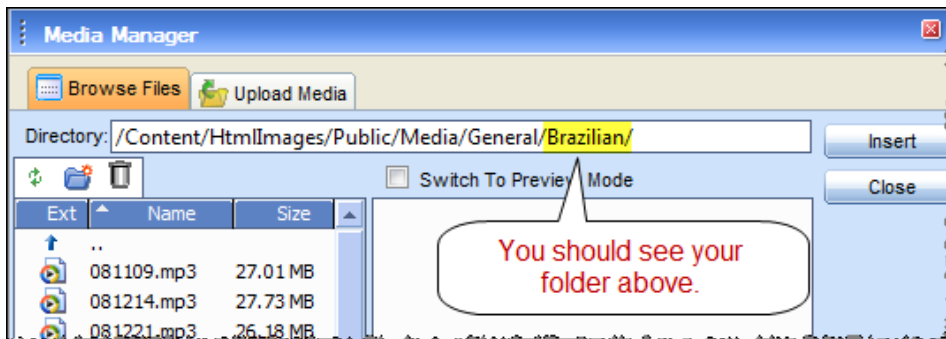
2. Uploading MP3's

The arrow on the image below is the Media Manager. Navigate to the page that the file will be placed on or referenced from:

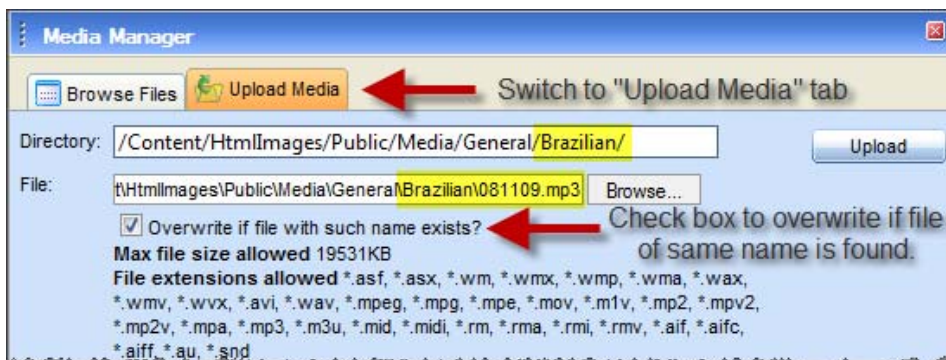
1. Open the WYSIWYG editor by clicking the pencil icon. From within the editor, click the "Media Manager" icon shown to the right.



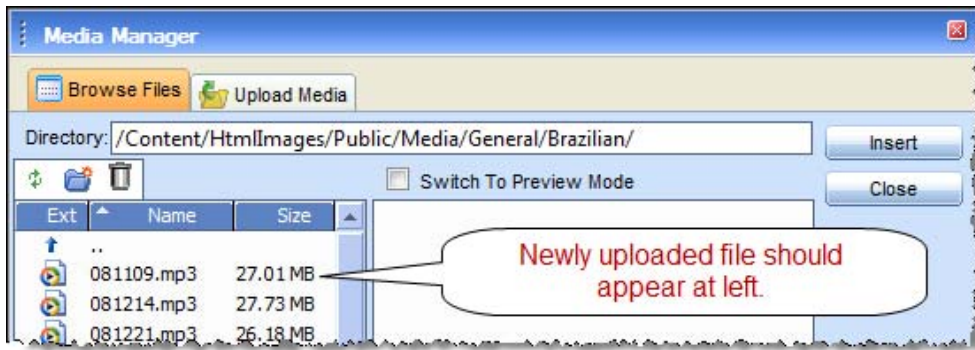
2. To upload a new MP3, double click your folder. (**Note:** Files added within the "General" folder are subject to removal by Web Services, which will render broken links on your pages.)



3. Click the "Upload Media" tab designated by the red arrow in the image below. Click the "Browse" button and navigate to the file to be uploaded. Once selected, it will populate the "File" field in the image below with the physical path to the file. Check the "Overwrite" checkbox to avoid the storage of duplicate files. Click "Upload" to upload the file.



4. After uploading, you should be returned to the “Browse Files” tab and your newly uploaded file should be listed in the left-hand pane (shown below).



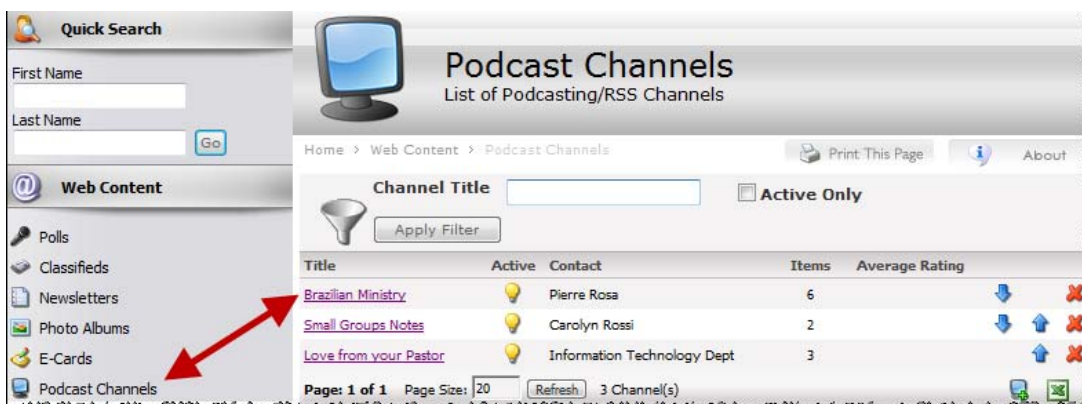
5. Click “Close” to return to the WYSIWYG editor. **DO NOT** click the “Insert” link. There are now two options to consider once the MP3 has been successfully uploaded.
 - a. If the file is meant to function as a standalone file that is playable by clicking a text or image hyperlink, visit the [section on hyperlinking](#) in this document. You can hyperlink to an MP3 in exactly the same manner as linking to another web page. (**Tip:** Copy the directory path from the window shown above to assist in creating your hyperlink URL)
 - b. If the file is part of an existing podcast, continue on to the Podcasting section of this document.

Podcasting

Podcasting is a combination of the two words: *iPod and Broadcasting*. This technology was developed as a means of delivering content (usually audio or video) to an end user rather than relying on the user to visit a web page to play a new audio or video file. Podcasting allows an end-user to download media to their computer through the use of an aggregator such as iTunes, which can then be synced with a player such as an iPod and taken wherever the user wishes to go.

The initial Podcast channel will be set up by Web Services. Once this channel is set up, the instructions below will walk you through adding a new entry to your Podcast (RSS) feed.

1. From Arena (<https://arena/>), click “Web Content – Podcast Channels – Your Feed Channel” (Brazilian feed used as example below).



After clicking your feed channel, you will land on the “Details of Channel” page below. Do not “Edit Channel” details. This is set up by Web Services (shown below).

Feed: Brazilian Ministry
Details of Channel

Home > Web Content > Podcast Channels

Print This Page About

Title Brazilian Ministry
SubTitle A fellowship of Shadow Mountain Community Church
Link http://shadowmountain.org
Author Pierre Rosa
Contact Pierre Rosa (pierre.rosa@shadowmountain.org)
Copyright © Shadow Mountain Community Church
Language en-us
Category Religion & Spirituality|Christianity
Keywords Brazil, Brazilian, Church, Portuguese, Rosa, David, Jeremiah
Content Category Brazilian
Active Yes
Explicit Clean
Context Aware No

Description

Formats

Below are the Feed URLs for this channel. The RSS feed will first generate an XML document based on the active items in this channel. This can be viewed by clicking the "Feed" url. If you have specified a third-party feed management tool for a particular format (enclosure type), that feed should pull it's data from the "Feed" url listed here (with a full domain included). You can view the external feed url by clicking the "External Feed" url listed here.

Audio

Format	Url
Xml	rss.aspx?c=1&f=1&xml=true
Xslt	xslt/rss/default2.xslt
Feed	rss.aspx?c=1&f=1
External Feed	http://feeds.shadowmountain.org/ShadowMtn_Brazilian

[Edit Channel](#)

- The podcast items can be categorized by topic. An example of a topic might be the title of a sermon series. All podcast items in a particular sermon series can be grouped together. To add a new topic, click the “Add New Topic” icon shown with the red arrow below. Items do not need to be categorized in this fashion. It is simply a means of keeping your podcast items organized.

Topics Items

Topic Title Active Only

Apply Filter

Title	Active	First Item	Last Item	Items
Manual Operacional da Igreja	🔦	2/22/2009	3/22/2009	4
Grandes Sermões do NT	🔦	2/8/2009	2/15/2009	2

Page: 1 of 1 Page Size: 100 Refresh 2 Topic(s) Add new topic

- To add a new item, click the items tab or drill down within a topic by clicking the topic link (above). Once on the items tab, click the “Add New Item” icon shown with the red arrow below.

Items

Title	Active	Published	Date Published	Author	Topic	Average Rating	Views
A Sabedoria Incomparável de Deus	🔦	✓	3/22/2009	Pierre Rosa	Manual Operacional da Igreja		
A Mensagem Infalível da Igreja	🔦	✓	3/8/2009	Pierre Rosa	Manual Operacional da Igreja		
A Atitude Ideal da Igreja	🔦	✓	3/1/2009	Pierre Rosa	Manual Operacional da Igreja		
A Estrutura Interna da Igreja	🔦	✓	2/22/2009	Pierre Rosa	Manual Operacional da Igreja		

Page: 1 of 1 Page Size: 100 Refresh 4 Item(s) Add new podcast item

- Define the item details as shown in the image below.
 - Topic** – Select a topic from the dropdown field if applicable.
 - Title** – Give the new item a title, an example would be a sermon title.
 - SubTitle** – If the item is a sermon, the scripture reference would be a good subtitle.
 - Keywords** – For use if your feed is available through iTunes or other aggregators. Makes your feed searchable by these terms.

- **Link** – Provide the link to your file or webpage. If linking to a newly uploaded MP3, the path should resemble [http://arena.shadowmountain.org/content/htmlimages/public/media/general/yourfolder/file name.mp3](http://arena.shadowmountain.org/content/htmlimages/public/media/general/yourfolder/filename.mp3). Keep this manual handy in electronic format so you can simply copy the above and change the highlighted portion.
- **Author** – Select from dropdown. Authors must be set up by Web Services.
- **Active** – Check the box if the feed should show up on the public website.
- **Explicit** – Set to No or Clean. Yes means your content contains explicit material.
- **Publish Date** – Enter the date you want the item to show up on the public web site.
- **Expire Date** – Enter the date you want the item to disappear from the public web site.
- **Audio/Video/Flash/PDF** – Enter the URL to the appropriate file. Usually the same as the Link specified above.
- **Time & Size** – Arena will populate this.
- **Description** – Provide a description of the podcast item if desired. If the feed is a text feed such as a newsletter, the HTML content of the newsletter can be pasted in the description field.

Item Details

Details of Item

Home > Web Content > Podcast Channels

<p>Topic Manual Operacional da Igreja ▾</p> <p>Title A Sabedoria Incomparável de Deus</p> <p>SubTitle 1 Coríntios 1:26-31</p> <p>Keywords <input type="text"/></p> <p>Link http://arena.shadowmountain.org/content/h</p> <p>Author Pierre Rosa ▾</p> <p>Active <input checked="" type="checkbox"/></p> <p>Explicit No ▾</p> <p>Publish Date 3/22/2009 <input type="text"/> Time: 10:45 AM</p> <p>Expire Date 3/22/2010 <input type="text"/> Time: 12:00 AM</p>	<p>Website Image Update Item Image...</p> <p>Podcast Image <input type="text"/></p>
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Enclosure	Url	Time (mm:ss)	Size (bytes)
Audio	http://arena.shadowmountain.org/content/htmlimages/public/r	38:39	16238504

Description

5. Click "Update".
6. Return to the "Details of Channel" page (see step 1 above).
7. Click the link underneath **Feed** to verify that the podcast item was set up correctly (shown below).

Formats

Below are the Feed URLs for this channel. The Rss.aspx page that is used to generate the feed will first generate an XML document based on the active items in this channel. This can be viewed by clicking the "Xml" url. The Rss.aspx page will then transform the generated XML using the Xslt file specific to the format. The Xslt file can be viewed by clicking the "Xslt" url. The transformed output is the actual RSS Feed Xml and can be viewed by clicking the "Feed" url. If you have specified a third-party feed management tool for a particular format (enclosure type), that feed should pull it's data from the "Feed" url listed here (with a full domain included). You can view the external feed url by clicking the "External Feed" url listed here.

	Xml	Xslt	Feed	External Feed
Audio	rss.aspx?c=1&f=1&xml=true	xslt/rss/default2.xslt	rss.aspx?c=1&f=1	http://feeds.shadowmountain.org/ShadowMtn_Brazilian

- Click the title link from the page and the enclosure link to be sure the item plays correctly (shown below).

Brazilian Ministry: A fellowship of Shadow Mountain Community Church (Audio)

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

[Subscribe to this feed](#)

A Sabedoria Incomparável de Deus : 1 Coríntios 1:26-31 - Pierre Rosa Test link

Sunday, March 22, 2009, 10:45:00 AM Date should reflect the "Publish Date" you provided during setup.

[090322.mp3](#) Test link

Note: The **External Feed** link may not show the new podcast item for up to an hour. The public facing website may also not display the new podcast item for up to an hour. This is due to the use of a 3rd party software (Feedburner by Google) to provide our external RSS feeds. They poll the feed periodically for new content. If the **Feed** link shows up correctly, the **External Feed** will work once polled.

Photo Albums

Web Services will set up the initial photo album page for your website upon request. After your album page is set up, you can then navigate to the page containing the album control on your website. Once logged in, you will see something similar to the image below:

The screenshot shows a photo album interface with five categories, each with a photo thumbnail, a red 'X' icon, and a pencil icon:

- Brothers
- Dessert
- Tom
- Independence
- Preaching

At the bottom, there are three buttons: "Add Category", "Add Photo", and "Add Multiple Photos".

Buttons:

Red "X" – Deletes the photo/album immediately above the "X".

Paper/Pencil Icon – Allows for the editing of an existing Album/Photo. Examples would be supplying a caption to an image or renaming an album.

Add Category – Think of categories as “albums”. An example might be to create a new category/album for a major ministry event. This allows for the logical grouping of images.

Add Photo – Allows for the uploading of 1 image at a time.

Add Multiple Photos – Allows for the uploading of up to 10 images at a time.

Add New Categories (Albums)

1. Click the “Add Category” button in the image above to add a new album. Try to keep all albums at the top of the hierarchy (don’t put albums within other albums). Give the album a name, description and upload an initial photo to the album. This image will display in a thumbnail on the album page. It will become a hyperlink to the photos to be placed within this album. Click “Save” when finished.

2. Click on the newly created photo album / category image or title to enter photo album and upload photos.

Add New Photos

3. Once in the album, click the “Add Photo” button to add a single photo and provide a caption or click the “Add Multiple Photos” button to add more than one photo. Captions must be provided after uploading if using the multiple photos option. Images shown below:

Photo Details
 Photo ID:
 Photo Title:
 Photo Description:
 Photo Image:

Upload Single Photo

Upload Multiple Photos
 Photos:

Upload Multiple Photos

Promotions (Events)

Web Services will set up your website with Promotions upon request. The images below demonstrate how the promotions will show up on your website. The left-hand image shows two current promotion listings with a short “teaser” about the event. Notice a “summary” image can be included (listing 2). Clicking “view details” under a listing will take you to the detail page (right-hand image). A “detail” image can also be included for a promotion (not shown).



Small Group Events

Small Group Leadership Community - 03.28.09
 The Leadership Community is the place where Small Group Leaders come together to refine their skills as leaders and refocus on the task of helping God’s people grow deeper in their relationship with God.
[view details...](#)

Foundations in Leadership Training - Sunday Mornings
 This training is for anyone who is interested in becoming a Small Group Leader or simply desires to grow in their leadership skills. The sessions can apply to all areas of our lives: work, personal, school, ministry, etc.
[view details...](#)

Small Group Leadership Community - 03.28.09

The Leadership Community is the place where Small Group Leaders come together to refine their skills as leaders and refocus on the task of helping God’s people grow deeper in their relationship with God.

Event Details:
For: Small Group Leaders
Date: Saturday, March 28
Time: 8:30 - 11:00 am
Location: Mountain High Kids Building, Lower Level Great Room

Hot breakfast served!

If you plan on attending, please register by Friday, March 20 to Marci Rice. We look forward to seeing you there!

Contact Information:
 Marci Rice
 (619) 590-2122
sgb200903@shadowmountain.org

Left Image: Promotion / Event Listings, Right Image: Promotion / Event Details

Adding a New Promotion

1. From Arena (<https://arena/>), click “Promotions – New Promotion Request”. (shown in **post-it #1** below).

The screenshot shows the 'Small Group Leadership Community - 03.28.09' promotion request form. The form is titled 'Details of a specific promotion request'. The left sidebar contains a 'Quick Search' section and a 'Promotions' section with links to 'New Promotion Request', 'Public Calendar', 'Web Requests', 'Bulletin Requests', 'Newsletter Promotions', and 'All Promotion Requests'. The main form area includes the following fields and options:

- Title:** Small Group Leadership Community
- Contact Name:** Marci Rice (with a 'Change...' link)
- Contact Phone:** (619) 590-2122
- Contact Email:** sgb200903@shadowmountain.org
- Event:** None (with a 'view' button)
- Primary Ministry:** Small Groups (dropdown menu)
- Alternate Ministries:** A grid of checkboxes for various ministries including Adult, All Church, Baptisms, Bookstore, Cafe, Coffee Bar, For Members, Memorial Service, For Visitors, Missions, Nursery, Sports, Sunday Seminars, Weddings, Women's, Youth Sports, and Volunteering.
- Priority:** 95 (with a range of 0 - 99)

2. Fill in the appropriate information (title, contact name, phone, email*, and select a primary ministry from the drop-down). Avoid using conventional Shadow Mountain email addresses. To avoid email phishing and reduce spam, we do not want staff email addresses exposed through the public website. Contact the HelpDesk to request an email address to use for promotions (**post-it #3** above demonstrates one such email address).
3. **Do NOT** select an Event from the Event drop-down (**post-it #4** above). We are not yet using Events on our website. Events differ from promotions in that Events provide a registration form and can accept payment. This is **NOT** yet set up.
4. Set a priority for your event. Sets the sort order of events on your website. Although the form will not prevent entering numbers 0-89, **use only 90-99 for your events** (**post-it #5** above). The church's main website content administrator will elevate your event to display on the church's home page if applicable.

5. Fill in the fields marked with post-its below:

The screenshot shows the Arena web page editor interface. At the top, there are tabs for 'Web', 'Bulletin', 'Newsletter', and 'Media'. Below these, there is a 'Promote on Web' section with a checked checkbox, a 'From' date field (3/6/2009), a 'To' date field (3/28/2009), and an 'Approved' checkbox (checked). The 'Approved' checkbox is labeled 'By Ms Carolyn Rossi (3/6/2009 2:37 PM)'. Below this is the 'Web Summary' section, which has a rich text editor with a toolbar and a text area containing the text: 'The Leadership Community is the place where Small Group Leaders come together to refine their skills as leaders and refocus on the task of helping God's people grow deeper in their relationship with God.' Below the summary is an 'External Link' field. The 'Web Details' section has a rich text editor with a toolbar and a text area containing the same text as the summary, followed by 'Event Details:' with fields for 'For: Small Group Leaders', 'Date: Saturday, March 28', and 'Time: 8:30 - 11:00 am'. At the bottom left is a 'Save' button. Red arrows and numbered post-it notes (1-9) point to the following elements: 1. 'Promote on Web' checkbox; 2. 'To' date field; 3. 'Approved' checkbox; 4. 'Summary Image Update...' button; 5. Text area of the 'Web Summary' editor; 6. '<' button in the 'Web Summary' editor toolbar; 7. 'External Link' field; 8. 'Detail Image Update...' button; 9. 'Save' button.

Post-it # 1 – Check the “Promote on Web” checkbox.

Post-it # 2 – Populate “From” and “To” dates. Promotion will automatically expire and cease to display on website after “To” date.

Post-it # 3 – Check the “Approved” checkbox.

Post-it # 4 – Click “Update” to upload a summary image (thumbnail). Will display on your promotion listing page.

Post-it # 5 – Enter summary to display on promotion listing page on public site. Will be followed by a “view details...” link.

Post-it # 6 – Pencil icon is the default WYSIWYG view. To edit using HTML, click the “< >” button.

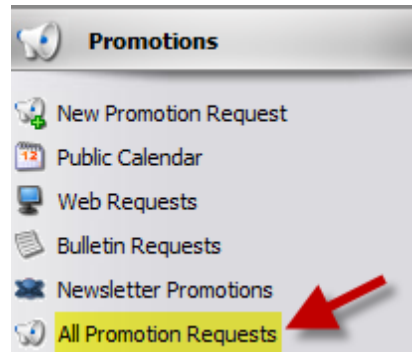
Post-it # 7 – If the promotion should display an external link upon clicking “view details...”, enter the link here. Detail page will not be created.

Post-it # 8 – Click “Update” to upload a detail image. Will display on detail page with promotion details.

Post-it # 9 – Click “Save” when finished. Return to your promotion listing page on your public website to view promotions.

Edit an Existing Promotion

- From Arena (<https://arena/>), click “Promotions – All Promotion Requests”. (shown at right).



- Filter for your promotions by selecting your ministry from the “Area” drop-down and clicking the “Apply Filter” button (shown below).

Area		Contact Name							
All									
Apply Filter									
Title	Submitted	Submitted By	Contact Name	Priority	Area	Web	Ezine	Bulletin Count	
Foundations in Leadership Training - Sunday Mornings	3/9/2009	Carolyn Rossi	Carolyn Rossi	99	Small Groups	✓	✓	0	✗
Small Group Leadership Community - 03.28.09	3/6/2009	Carolyn Rossi	Marci Rice	95	Small Groups	✓		0	✗
Upkeepers 2009 4/6-9	3/4/2009	Michael	Sheila Smith	99	Jr. High	✓	✓	0	✗

- Follow instructions in [Adding a New Promotion](#) section above, modifying desired fields.

Glossary of Frequently Used Terms & Acronyms

Bitmap	A graphic image that is composed of dots, or pixels.
GIF	Pronounced <i>jiff</i> or <i>giff</i> (hard <i>g</i>), a graphics file format used by the World Wide Web, denoted by a .gif file extension (i.e., picture.gif)
HTM or HTML	Short for <i>HyperText Markup Language</i> , the authoring language used to create documents on the World Wide Web.
Hyperlink	An element in an electronic document that links to another place in the same document or to an entirely different document. Typically, you click on the hyperlink to follow the link. For example, this document contains hyperlinks that direct you to other parts of the document. If you click this hyperlink , you will be redirected to the following web address: http://www.shadowmountain.org/ezra
Icon	A small picture that represents an object or program.
JPG or JPEG	JPG is a standard type of image file. It is a very common way to compress and store images for transfer over the Internet. Although it can reduce files' sizes to about 5% of their normal size, some detail is lost in the compression (i.e., picture.jpg or picture.jpeg).
PDF	Short for <i>Portable Document Format</i> , a file format developed by Adobe Systems (i.e., document.pdf) PDF captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. To view a file in PDF format, you need Adobe Reader, a free application distributed by Adobe Systems.
PNG	PNG is a graphics format specifically designed for use on the World Wide Web. PNG enables compression of images without any loss of quality (i.e., picture.png)
Podcast	Podcast is a combination of iPod and Broadcasting. It is a term used to describe the delivery of content (usually audio or video) via an RSS feed to a podcast aggregator such as iTunes.
RSS	Really Simple Syndication – a method of providing text, audio, video content to end users via a subscription. An RSS feed is pasted into an external program such as iGoogle or Google Reader and content from our site is delivered to these external programs.
URL	Abbreviation of <i>Uniform Resource Locator</i> , the global address of documents and other resources on the World Wide Web. Example: http://www.shadowmountain.org/ezra
WYSIWYG	Pronounced <i>WIZ-zee-wig</i> . Short for <i>what you see is what you get</i> . A WYSIWYG application is one that enables you to see on the display screen exactly what will appear when the document is printed or when the website is updated.

Web Training Checklist

✓	Item (refer to page number for instructions)	Comments
	Unique Ministry URL (p. 3):	Link will follow the following convention: http://ShadowMountain.org/ <i>Ministryname</i> where 'Ministryname' is replaced with your unique ministry URL; fill in the blank below: http://ShadowMountain.org/_____
	Login Credentials (p. 3):	User Login:_____
	Editing Exceptions (p. 4)	<ul style="list-style-type: none"> • Template images cannot be modified without Web Services. • Fonts and colors will be limited to those allowed through CSS (style sheet).
	Website Unique Styles (p. 6)	
	Additional training notes:	